

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Enrollment Request for [Student's Full Name]

I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Student's Full Name], in [Grade/Class Name] at [School Name] for the [Year/Term].

[Provide a brief introduction about your child, such as their age, any relevant background, and reasons for choosing the school.]

We believe that [School Name] offers a nurturing and challenging environment that aligns with our educational values and goals for [Student's Name]. [Mention any specific programs, values, or strengths of the school that attracted you.]

Please find attached the necessary documents required for the enrollment process, including [list any attached documents, such as birth certificate, proof of residence, previous school records, etc.].

We would greatly appreciate your consideration of our request and would be happy to provide any additional information if needed.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]